

56th Meeting of the Standing Committee

Bonn, Germany, 25 – 27 March 2025

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IMPLEMENTATION OF THE BUDGET

(As of 31 December 2024/ Prepared by the Secretariat)

Summary:

This document provides an overview of the implementation of the CMS budget for 2024 as adopted by COP14, to assist the Standing Committee in carrying out its responsibilities. It also provides options for the consideration of the Standing Committee with regards to arrears, pursuant to paragraph 12 of Resolution 14.2.

The Standing Committee is invited to take note of the document and provide the Secretariat with guidance as needed.

Revision 1 was issued to include a section on the role of the Standing Committee in authorizing use of trust fund savings in the intersessional period, along with a proposal from the Secretariat for its consideration.

Revision 2 provides an update related to evolving considerations in relation to the financial situation of the IOSEA Marine Turtle MOU and staff time that may be available to CMS, and provides updated figures related to the proposed use of Trust Fund savings.

IMPLEMENTATION OF THE BUDGET

Background

1. At its fourteenth meeting (COP14, Samarkand, 2024), the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (CMS) adopted the budget for the triennium 2024-2026 through Resolution 14.2 Financial and Administrative Matters. The present report provides the Standing Committee with details of the status of assessed contributions to the CMS Trust Fund as of 31 December 2024. It also provides an overview of the implementation of the budget for 2024 as adopted by COP14.
2. The terms of reference adopted in Resolution 9.15 Composition and Organisation of the Standing Committee state that the Standing Committee is to oversee, on behalf of the Parties, the development and execution of the budget (paragraph 1 e). Accordingly, the Standing Committee is invited to review the information provided in this document and to give guidance to the Secretariat as appropriate. Furthermore, recalling paragraph 12 of Resolution 14.2, the Standing Committee is requested to develop options to operationalize paragraph 11 of Resolution 14.2, as well as other means to address arrears for consideration by the Conference of the Parties at its 15th meeting.

Status of Assessed Contributions

3. Article VII, paragraph 4 of the Convention requires each Party to contribute to the budget adopted by the COP, for a given financial period, according to the United Nations scale of assessment. COP14 approved assessed contributions for 2024 amounting to €3,043,401 (Resolution 14.2).
4. As of 31 December 2024, 81 per cent of the assessed contributions for the year 2024, amounting to €2,481,428, had been paid by 48 of the 133 Parties. The total unpaid pledges as of 31 December 2024 amount to €1,274,850 (€561,973 for 2024, €407,825 for 2021-2023 and €161,297 for 2018-2020 and €143,753 for prior years).
5. As shown in the table in Annex 1, out of a total of 133 Parties, 85 have not fully paid their assessed contributions to the Trust Fund for 2024, and 58 Parties have not paid their contributions for the previous triennium 2021-2023. 31 Parties still have outstanding dues related to the triennium for 2018-2020 and 19 Parties have outstanding arrears for the period before 2018.
6. In April 2024, the Secretariat sent a communication along with duly signed invoices to all Parties for assessed contributions for 2024, stating arrears for prior years as relevant. The invoices referred to paragraph 7 of Resolution 14.2, which urges all Parties to pay their contributions as promptly as possible, preferably no later than the end of March in the year they relate. In October 2024, the Secretariat sent further reminders to the Parties concerning their unpaid assessed contributions of 2024.

Budget Implementation for 2024

7. COP14 adopted the budget amounting to €3,043,401 for 2024, including 13% Programme Support Costs (PSC). In April 2024, in line with paragraph 21 of Resolution 14.2, the Chair of the Standing Committee authorised the Secretariat to utilise savings from the Trust Fund balance to recruit a temporary Administrative Officer for nine months due to administrative matters encountered by the Secretariat, up to the amount of

€184,600. The Secretariat is seeking cost-sharing from the AEWA and the EUROBATS Secretariats and the actual cost of the temporary position will be reported as part of the total personnel cost of the Secretariat to COP15. In addition, with approval of the Chair of the Standing Committee, the remaining balance of the staff development budget amounting to €23,186 from 2024 was rephased to 2025 as the Secretariat was not able to use these funds in 2024. Accordingly, the total budget for 2024 has been revised to €3,204,815, including 13% PSC.

8. In 2024, the Secretariat had a total estimated expenditure amounting to €2,919,807 (an implementation rate of 91 per cent), with an unspent balance of €285,008, including PSC. This balance is mainly tied to unspent staff costs of €143,508 due to delays in recruiting a number of general service staff for the Secretariat and, to a lesser extent, to an unspent balance in contractual services of €47,259 given the use of prior-year contractual commitments to cover current needs. The remaining balance amounting to €61,452 was under the operating cost of the Secretariat and for travel expenses for the Sessional Committee of the Scientific Council. The breakdown of the estimated expenditures is as follows:
 - a) Estimated expenditure on staff (professional and general service staff) amounted to €2,274,523 against the revised budget of €2,418,031. The estimated cost of the current professional staff in 2024 was significantly higher due to a few factors, including rising staff costs from post adjustment, pensionable remuneration and normal in-grade salary increments. The estimated cost of general service staff amounted to €391,611 as compared to the approved budget of €599,160.
 - b) Estimated expenditure on contractual services in 2024 amounted to €61,958, covering all contractual commitments for the translation of meeting documents, as well as official correspondence of the Secretariat. Furthermore, it includes production of information material and media engagement consultancy services for the Secretariat.
 - c) Estimated expenditure for operating costs was €122,756 from January to December 2024. This mainly covered the 2024 annual cost of Information Technology Services provided by United Nations Volunteers at the Bonn duty station, as well as apportioned cost of Umoja in 2024. It also includes the purchase of office supplies and non-expendable equipment, namely laptops, to facilitate the smooth operation of the Secretariat.
 - d) From January to December 2024, expenditure on travel amounted to €124,663 against a budget of €133,246. It largely relates to Secretariat staff travel in 2024 and the actual cost of the 7th Meeting of the Sessional Committee of the Scientific Council, which took place in Bonn from 17 to 20 September 2024.
9. Details of expenditures incurred in 2024 are provided in the table in Annex 2.

Use of Trust Fund savings in the intersessional period

10. The CMS Standing Committee has the vital role of supporting the smooth implementation of the mandates agreed by the COP during the intersessional period. Among other things, Resolution 9.15. Composition and Organisation of the Standing Committee (COP9), the Standing Committee shall: 1(c) carry out, between one meeting of the Conference of the Parties and the next, such interim activities on behalf of the Conference as may be necessary or explicitly assigned to it; and (e) oversee, on behalf of the Parties, the development and execution of the budget as derived from the Trust Fund and other sources and also all aspects of the fund raising undertaken by the Secretariat in order to carry out specific functions authorised by the Conference of

Parties, and oversee expenditures of such fund raising activities; and shall be supported, in this activity, by the subcommittee established through Resolution 9.14 paragraph 12.

11. The Finance and Budget Subcommittee of the Standing Committee has specific responsibilities regarding financing and budgetary matters as set forth in its Terms of Reference (see Resolution 14.2, Annex 4).
12. The Conference of the Parties adopts a core budget for each intersessional period between its meetings, with the current budget reflected in Resolution 14.2. Resolution 14.2 includes provisions aimed at ensuring that the Secretariat is equipped to deliver on the mandates adopted by the COP during the intersessional period.
13. Paragraph 21 of Resolution 14.2 reflects one of the most important of these measures, stating that: “The Executive Secretary, subject to the approval of the Standing Committee, and, in urgent cases, with the approval of the Chair of the Standing Committee alone, shall have the authority to spend or apply funds saved from the implementation of the core budget to activities in the approved costed Programme of Work not covered by the core budget, and shall inform the Standing Committee in those cases when such approval was made by the Chair of Standing Committee alone.”
14. Based on the contributions paid through the end of 2024, the Secretariat estimated a significant positive cash balance for its core budget trust fund amounting to U.S.\$3.9 million (equivalent to Euro 3.7 million), including a working capital reserve of U.S. \$500,000. In line with sound financial planning, the Secretariat should maintain a minimum of U.S.\$2.3 million in the Trust Fund in 2025, with the difference of U.S.\$1.6 million in estimated savings.
15. In line with Paragraph 21 of Resolution 14.2, and in accordance with the communication procedure established in Rule 5 of the Standing Committee Rules of Procedures, the Secretariat sent a written communication on 11 December 2024 to all members of the Standing Committee proposing to use a portion of core budget savings for time-bound temporary support to ensure its ability to deliver key responsibilities in the lead up to CMS COP15.
16. One aspect of this proposal, to hire a temporary Documents and Meetings Officer (P2), had an agreement from all members of the Standing Committee, and the Secretariat is proceeding with the recruitment. While no objections to the proposal for temporary staffing support were received within the 30-day period for comment, subsequent concerns were received from one member of the Standing Committee, including questions regarding the authority of the Standing Committee to approve such requests.
17. Following consultation with the Chair of the Standing Committee, this matter is proposed to be discussed during the meetings of the Finance and Budget Subcommittee and the meeting of the Standing Committee. Because the Secretariat continues to need temporary support in order to deliver on some of its key mandates, such as maintaining and updating its website, the Secretariat is providing to the Standing Committee for its consideration and approval, a proposal (Annex 3) to use a portion of core budget savings for five additional functions, on a temporary basis.
18. This revised document also includes in the proposal set forth in Annex 3 an additional element that relates to a shared IOSEA MOU/CMS staff member.

Efforts to address arrears

19. As stated in paragraph 11 of Resolution 14.2, COP decides “*that representatives from countries with contributions in arrears of three years or more should be excluded from holding office in Convention bodies, and be denied the right to vote; and requests the*

Executive Secretary to explore with these Parties innovative approaches for the identification of possible funding to resolve their arrears prior to the next meeting". Furthermore, COP14 requests the Standing Committee "to develop options to operationalize paragraph 11 of Resolution 14.2 as well as other means to address arrears for consideration by the Conference of the Parties at its 15th meeting", through paragraph 12 of Resolution 14.2.

20. In accordance with paragraph 9 of Resolution 14.2, the Secretariat has continued to publish the status of assessed contributions of CMS Parties on the CMS website and brought this to the attention of the Parties so they can refer to the website for reconciliation and information as required.
21. The Secretariat has continued to engage with UNEP's Corporate Services Division (CSD) to explore options for addressing arrears through that UNEP level. In particular, the Secretariat has been working to address requests from several Parties to make available a simplified mode of payment for small value assessed contributions, and as a means to clear payments in arrears. The issue was initially raised at CMS COP13, leading to ongoing discussions with the CSD of UNEP and the United Nations Office in Nairobi (UNON) to establish a more cost-effective method for settling small contributions. In response to the requests from the Parties, UNON's Budget and Financial Management Services has approved a new set of guidelines for depositing contributions not exceeding US\$ 50,000 (United States dollar) through UNDP Country Offices. Consequently, the Secretariat sent Notification 2024/021 in September 2024 to all Parties informing them of this alternative payment method for current assessed contributions and clearing arrears. The Secretariat also alerted via a separate email all CMS Parties with UNDP country offices concerning this new alternative method for settling their assessed contributions. The Secretariat has not received any request from Parties to utilize this new method of payment.

Options for operationalizing Paragraph 11 of Resolution 14.2

22. As cited above, paragraph 11 of Resolution 14.2 includes a number of clauses aimed at creating a disincentive for a Party to fall into arrears: "*representatives from countries with contributions in arrears of three years or more should be excluded from holding office in Convention bodies and be denied the right to vote*". As discussed at the 53rd Meeting of the Standing Committee and during COP14, the words "holding office" and "convention body" have not been defined. Moreover, the COP has not provided any guidance as to what occurs if a Party falls into three years or more of arrears during the intersessional period.
23. Through Paragraph 12, COP requests the Standing Committee to develop options to operationalize these terms as well as other means to address arrears for consideration by the Conference of the Parties at its 15th meeting.
24. The Secretariat provides below a proposal for the definitions of 'holding office' and 'Convention bodies' based on the practice followed by the Secretariat.
 - a.1 "Holding Office" is the nomination and appointment by the COP to take part in one of the Convention Bodies as a member or a Chair.
 - a.2 "Convention Bodies" is the COP, the Standing Committee and the Sessional Committee of the Scientific Council. Note that the Standing Committee could extend

this term beyond these bodies, e.g., to Working Groups and/or Task Forces established under one of those Governing Bodies.

25. Concerning Parties holding office in Convention bodies but falling three years or more in arrears in the intersessional period, the Secretariat proposes the following two options:

b.1. Party's appointment shall remain through the end of the term.

b.2. Party's appointment shall immediately be terminated after the Party is notified of falling three years or more in arrears. The termination shall apply to members and alternates of the Governing Bodies. The vacant position of the member will be filled following Rules of procedures of respective Governing Bodies as adopted by COP.

Conclusion

26. The Secretariat has continued to manage implementation of its approved budget in line with its mandates and has incurred its expenditure within the revised budget in 2024. As the Secretariat filled all vacant general service staff positions in the last quarter of 2024, possibilities for savings in 2025 and 2026 have reduced. It is therefore vital for the Secretariat to receive the assessed contributions for 2025 and 2026 and all outstanding arrears without further delay.

Recommended actions

27. The Standing Committee is:

- a) invited to take note of this document and to provide the Secretariat with comments and guidance as necessary,
- b) requested to approve the proposal to use a portion of the core budget savings,
- c) requested to approve definition of terms of holding office and Convention bodies, and
- d) requested to approve the guidance options concerning Parties holding office in Convention bodies but falling in three years or more arrears in the intersessional period.

ANNEX 1

TRUST FUND FOR THE CONVENTION ON THE CONSERVATION OF MIGRATORY SPECIES OF WILD ANIMALS
Status of Contributions as of 31 December 2024 (in EUR)

No	Party	As of 1st January 2024		Pledges for 2024	As of 31 December 2024			
		Unpaid pledges for prior year(s)	Advanced payments for 2024 & beyond		Collections in 2024 for prior years	Collections in 2024 for 2024	Unpaid pledges for prior year(s)	Unpaid pledges for 2024
		A	B		C	D	E	F=A-D
1	Afghanistan	1.765	-	420	-	-	1.765	420
2	Albania	1	-	560	1	559	-	1
3	Algeria	9.890	-	7.634	9.890	7.587	-	47
4	Angola	1.960	-	700	-	-	1.960	700
5	Antigua and Barbuda	143	-	140	-	-	143	140
6	Argentina	123.003	-	50.356	57.428	-	65.575	50.356
7	Armenia	-	-	490	-	490	-	-
8	Australia	-	170.000	147.848	-	-	-	-
9	Austria	-	-	47.555	-	47.555	-	-
10	Bahrain	6.198	-	3.782	-	-	6.198	3.782
11	Bangladesh	2.589	-	700	1.898	-	691	700
12	Belarus	-	-	2.872	-	2.872	-	-
13	Belgium	-	-	57.990	-	57.990	-	-
14	Benin	215	-	350	-	-	215	350
15	Bolivia (Plurinational State of)	4.552	-	1.331	-	-	4.552	1.331
16	Bosnia and Herzegovina	1.613	-	840	-	-	1.613	840
17	Brazil	392.671	-	140.984	360.159	-	32.512	140.984
18	Bulgaria	-	-	3.922	-	3.922	-	-
19	Burkina Faso	1.670	-	280	1.670	280	-	-
20	Burundi	58	-	70	-	-	58	70
21	Cabo Verde	178	-	70	178	-	-	70
22	Cameroon	6.225	-	910	-	-	6.225	910
23	Central African Republic	320	-	70	-	-	320	70
24	Chad	3.082	-	210	-	-	3.082	210
25	Chile	48.868	-	29.415	23.827	-	25.041	29.415
26	Congo	2.208	-	350	-	-	2.208	350
27	Cook Islands	-	20	70	-	50	-	-

No	Party	As of 1st January 2024		Pledges for 2024	As of 31 December 2024			
		Unpaid pledges for prior year(s)	Advanced payments for 2024 & beyond		Collections in 2024 for prior years	Collections in 2024 for 2024	Unpaid pledges for prior year(s)	Unpaid pledges for 2024
		A	B		D	E	F=A-D	G=C-B-E
28	Costa Rica	4.607	-	4.833	4.009	-	598	4.833
29	Côte d'Ivoire	-	18.043	1.541	-	-	-	-
30	Croatia	-	-	6.373	-	6.373	-	-
31	Cuba	43.521	-	6.653	-	-	43.521	6.653
32	Cyprus	-	-	2.521	-	2.521	-	-
33	Czechia	-	21.634	23.812	-	2.178	-	-
34	Democratic Republic of the Congo	6.960	-	700	-	-	6.960	700
35	Denmark	39.704	-	38.730	39.704	38.730	-	-
36	Djibouti	986	-	70	-	-	986	70
37	Dominican Republic	173	-	4.692	173	4.516	-	176
38	Ecuador	29.711	-	5.393	-	-	29.711	5.393
39	Egypt	46.013	-	9.735	-	-	-	9.735
40	Equatorial Guinea	7.132	-	840	-	-	7.132	840
41	Eritrea	-	-	70	-	-	-	70
42	Estonia	-	-	3.082	-	3.082	-	-
43	Eswatini	269	-	140	-	-	269	140
44	Ethiopia	167	-	700	167	550	-	150
45	European Union	-	-	76.085	-	76.085	-	-
46	Fiji	-	-	280	-	-	-	280
47	Finland	-	-	29.205	-	29.205	-	-
48	France	-	-	302.419	-	302.419	-	-
49	Gabon	12.407	-	910	-	-	12.407	910
50	Gambia	384	-	70	-	-	384	70
51	Georgia	-	-	560	-	560	-	-
52	Germany	-	-	427.994	-	427.994	-	-
53	Ghana	2.550	-	1.681	-	-	2.550	1.681
54	Greece	26.230	-	22.762	-	-	26.230	22.762
55	Guinea	932	-	210	-	-	932	210
56	Guinea-Bissau	2.269	-	70	-	-	2.269	70
57	Honduras	2.215	-	630	-	-	2.215	630
58	Hungary	-	-	15.968	-	15.968	-	-
59	India	-	-	73.118	-	-	-	73.118

No	Party	As of 1st January 2024		Pledges for 2024	As of 31 December 2024			
		Unpaid pledges for prior years	Advanced payments for 2024 & beyond		Collections in 2024 for prior years	Collections in 2024 for 2024	Unpaid pledges for prior year(s)	Unpaid pledges for 2024
		A	B		D	E	F=A-D	G=C-B-E
60	Iran (Islamic Republic of)	133.552	-	25.984	-	-	133.552	25.984
61	Iraq	52.953	-	8.965	48.633	-	4.320	8.965
62	Ireland	-	-	30.746	-	-	-	30.746
63	Israel	35.117	-	39.291	35.117	-	-	39.291
64	Italy	-	-	223.347	-	223.347	-	-
65	Jordan	3.468	-	1.541	3.468	-	-	1.541
66	Kazakhstan	-	-	9.315	-	9.315	-	-
67	Kenya	-	-	2.101	-	-	-	2.101
68	Kyrgyzstan	-	-	140	-	-	-	140
69	Latvia	-	-	3.502	-	-	-	3.502
70	Lebanon	9.210	-	2.521	-	-	9.210	2.521
71	Liberia	336	-	70	-	-	336	70
72	Libya	101.834	-	1.261	-	-	101.834	1.261
73	Liechtenstein	-	-	700	-	700	-	-
74	Lithuania	-	-	5.393	-	-	-	5.393
75	Luxembourg	-	993	4.762	-	3.769	-	-
76	Madagascar	273	-	280	273	280	(0)	-
77	Mali	1.111	-	350	-	-	1.111	350
78	Malawi	143	-	140	-	-	143	140
79	Maldives	-	-	280	-	280	-	-
80	Malta	-	-	1.331	-	1.331	-	-
81	Mauritania	756	-	140	-	-	756	140
82	Mauritius	-	-	1.331	-	1.331	-	-
83	Monaco	-	-	770	-	770	-	-
84	Mongolia	979	-	280	-	-	979	280
85	Montenegro	287	-	280	276	-	11	280
86	Morocco	3.942	-	3.852	3.942	-	-	3.852
87	Mozambique	538	-	280	-	-	538	280
88	Netherlands	-	-	96.441	-	96.441	-	-
89	New Zealand	-	-	21.641	-	21.641	-	-
90	Niger	2.959	-	210	-	-	2.959	210
91	Nigeria	99.575	-	12.747	-	-	99.575	12.747

No	Party	As of 1st January 2024		Pledges for 2024	As of 31 December 2024			
		Unpaid pledges for prior year(s)	Advanced payments for 2024 & beyond		Collections in 2024 for prior years	Collections in 2024 for 2024	Unpaid pledges for prior year(s)	Unpaid pledges for 2024
		A	B		D	E	F=A-D	G=C-B-E
92	North Macedonia	-	-	490	-	-	-	490
93	Norway	-	-	47.555	-	47.555	-	-
94	Pakistan	25.015	-	7.984	7.145	-	17.871	7.984
95	Palau	-	3.951	70	-	-	-	-
96	Panama	3.461	-	6.303	-	-	3.461	6.303
97	Paraguay	-	-	1.821	-	1.821	-	-
98	Peru	-	8.805	11.416	-	-	-	2.611
99	Philippines	-	-	14.848	-	14.848	-	-
100	Poland	-	-	58.621	-	58.621	-	-
101	Portugal	-	-	24.723	-	24.723	-	-
102	Republic of Moldova	151	-	350	-	-	151	350
103	Romania	26.617	-	21.851	26.617	21.851	-	-
104	Rwanda	-	-	210	-	-	-	210
105	Samoa	72	-	70	72	-	-	70
106	Sao Tome and Principe	1.079	-	70	-	-	1.079	70
107	Saudi Arabia	-	-	82.923	-	82.903	-	20
108	Senegal	2.234	-	490	-	-	2.234	490
109	Serbia	-	-	2.241	-	2.241	-	-
110	Seychelles	-	-	140	-	-	-	140
111	Slovakia	-	-	10.856	-	-	-	10.856
112	Slovenia	-	-	5.533	-	5.533	-	-
113	Somalia	2.269	-	70	-	-	2.269	70
114	South Africa	-	-	17.089	-	-	-	17.089
115	Spain	-	-	149.458	-	149.458	-	-
116	Sri Lanka	-	-	3.152	-	3.152	-	-
117	Sweden	-	-	61.002	-	61.002	-	-
118	Switzerland	-	-	79.422	-	79.422	-	-
119	Syrian Arab Republic	16.429	-	630	-	-	16.429	630
120	Tajikistan	721	-	210	-	-	721	210
121	Togo	560	-	140	-	-	560	140
122	Trinidad and Tobago	12.002	-	2.591	12.002	-	-	2.591
123	Tunisia	12.674	-	1.331	3.388	-	9.286	1.331

No	Party	As of 1st January 2024		Pledges for 2024	As of 31 December 2024			
		Unpaid pledges for prior years	Advanced payments for 2024 & beyond		Collections in 2024 for prior years	Collections in 2024 for 2024	Unpaid pledges for prior year(s)	Unpaid pledges for 2024
		A	B		D	E	F=A-D	G=C-B-E
124	Turkmenistan	6.467	-	2.381	-	-	6.467	2.381
125	Uganda	911	-	700	-	-	911	700
126	Ukraine	7.662	-	3.922	7.662	3.922	-	-
127	United Arab Emirates	-	-	44.473	-	44.473	-	-
128	United Kingdom of Great Britain and Northern Ireland	-	-	306.411	-	306.411	-	-
129	United Republic of Tanzania	2.589	-	700	-	-	2.589	700
130	Uruguay	-	-	6.443	-	-	-	6.443
131	Uzbekistan	-	-	1.891	-	1.891	-	-
132	Yemen	6.026	-	560	910	-	5.116	560
133	Zimbabwe	1.025	-	490	937	-	88	490
	Total	1.408.436	223.445	3.043.401	695.559	2.300.518	712.877	561.973

ANNEX 2

**EXECUTION OF THE 2024 BUDGET
as of 31 December 2024 (in EUR)**

Object of expenditure	Approved Budget		Estimated Expenditure	Estimated Balance
	Approved by COP14	Draw down from Trust Fund / rephased to 2025		
Staff Costs				
Professional Staff	1.655.509	163.363	1.882.913	-64.041
General Support Staff	599.160		391.611	207.549
Sub-total _Staff costs	2.254.669	163.363	2.274.523	143.508
Contractual Services				
Contractual services (general translations and document editing)	95.687	-	46.055	49.632
Servicing of Governing Bodies (translations, interpretation, etc.)	-	-	-	-
Information Material Production	13.530	-	15.902	-2.372
Sub-total_Contractual Services	109.217	-	61.958	47.259
Operating Costs				
ICT Tools, Website Development and Maintenance	7.036	-	6.862	174
Staff Development (training, retreats etc.)	20.824	-20.519	305	-
Information Technology Services (UNV)	75.770	-	55.380	20.390
Office Automation Services (printer leases, hosting etc.)	10.824	-	-	10.824
Communication and Courier Services	10.000	-	3.026	6.974
Miscellaneous	4.046	-	454	3.592
Umoja	50.000	-	43.201	6.799
Sub-total_Operating Costs	178.500	-20.519	109.227	48.754

Object of expenditure	Approved Budget		Estimated Expenditure	Estimated Balance
	Approved by COP14	Draw down from Trust Fund/ rephased to 2025		
Supplies				
Office Supplies	6.278	-	2.797	3.481
Sub-total_Office Supplies	6.278	-	2.797	3.481
Equipment				
Non-expendable Equipment	11.366	-	10.732	634
Sub-total_Equipment	11.366	-	10.732	634
Travel				
Staff travel	68.951	-	67.710	1.241
Staff travel - COP15	-	-	-	-
Standing Committee meetings	-	-	-	-
Scientific Council meetings	64.295	-	56.953	7.342
Sub-total_Travel	133.246	-	124.663	8.583
Total	2.693.276	142.844	2.583.900	252.220
Programme Support Costs	350.126	18.570	335.907	32.789
Grand total	3.043.401	161.414	2.919.807	285.008

PROPOSAL FOR USE OF TRUST FUND SAVINGS

Proposed use of savings:

Temporary staffing/contractors.

The following positions are proposed as temporary staff or contractor support to cover the critical functions described below:

1. An ADMINISTRATIVE ASSISTANT (G5 100%) to support the work of the Conference and Support Services Team (CST) with travel arrangements, procurement, processing legal instruments, and organizing meetings.
2. An INFORMATION SYSTEMS ASSISTANT (G6 100%) to assure compliance with UN information security standards and be able to provide Parties with effective information systems, including managing numerous websites and tools, such as the main CMS site, meeting registration systems, project sites, and the national reporting system, all while keeping pace with evolving technology and security standards.
3. An EDITOR AND PROOFREADER to effectively draft, edit, and proofread documents produced by the Secretariat, ensuring accuracy, clarity, and quality of all documents and communications.
4. An ASSOCIATE PROGRAMME OFFICER FOR AQUATIC SPECIES (P2 100%) to support the Aquatic Species Officer implementing the numerous COP Decisions relating to aquatic species and the threats they face.
5. INFORMATION ASSISTANT (G5 20%) to secure support for CMS communications, design and graphics needs from a current part-time AEWA staff member.
6. Increase in time allocation of existing PROGRAMME OFFICER for AQUATIC SPECIES (P3) to provide critical support to CMS.

The Annexes provide more information on the proposed use of savings. Annex 3.A describes the proposed temporary posts/contracts, including justification, timeframes, and financial implications. Annex 3.B provides the overall budget.

ANNEX 3.A - TEMPORARY POSTS

1. ADMINISTRATIVE ASSISTANT (G5 100%) – CONFERENCE AND SUPPORT SERVICES TEAM

Justification

The General Service staff in the Conference and Support Services Team (CST) handle all of the support for the Secretariat with regards to CMS meetings, as well as administrative support to the various CMS programmatic teams. With the deployment of Umoja and the necessary segregation of duties, the General Service staff (G staff) in CST have had to take on additional administrative responsibilities. These include handling travel arrangements, procurement, and processing legal instruments, as well as organizing meetings and preparing all documents for CMS meetings. Additional systems have been implemented following Umoja, such as the Partnership Portal for processing legal instruments, which allocate roles to G staff. The demands until COP15 require additional staffing to ensure the Secretariat can appropriately serve the Parties and implement its mandate sustainably.

2. INFORMATION SYSTEMS ASSISTANT G6 - 100% – IMCA

Justification

With reference to the UN Secretariat's administrative instruction on "United Nations Website Publishing" (document ST/AI/2022/2), the CMS Secretariat is mandated to maintain the critical information infrastructure of the Convention up to date in compliance with the technology standards and mandatory minimum requirements for information security of United Nations websites. Given the large number of websites and information tools managed and maintained by the Secretariat—including the main CMS and CMS MOU websites, online workspaces, meeting registration tools, project websites, and the national reporting system—and the constant evolution of technological security standards and increasing information security risks, it is imperative that a dedicated staff member with specialized expertise in website development oversees this critical task. Currently, due to lack of personnel, this task is minimally being taken care of by the Coordinator of the Information Management, Communication, and Awareness-Raising Unit (IMCA). However, due to the limit of the coordinator's dedicated time, maintaining compliance and security standards without a full-time dedicated staff member is not feasible. Comparatively, other MEAs (CITES, BRS, Ramsar to name a few) have fully dedicated P and G staff members for the management of their websites and other information systems. The proposed position will provide the necessary resources for the Secretariat to comply with the technology standards and mandatory minimum requirements for information security of United Nations websites, ensuring that secure information systems can effectively serve the Parties.

3. EDITOR AND PROOFREADER

Justification

The Secretariat currently has no staff capacity for editing and proofreading documents for quality control. Currently, editing and proofreading written material (documents, communications, meeting reports) produced by the Secretariat are either carried out by the Executive Secretary or by different staff of the communications, conference service and species teams who lack such expertise. This distribution of tasks is unsustainable, particularly given the significant volume of documents generated for meetings of CMS governing bodies, its family of agreements, and various technical, range state, and intersessional meetings. In addition, with the lack of a professionally trained editor in the Secretariat, inconsistencies in

editing styles on externally distributed communication material can lead to potential risks for the reputation of the Convention.

4. PROGRAMME OFFICER (P2 100%) – AQUATIC SPECIES UNIT

Justification

The Aquatic Species Team has only 1.3 full-time equivalent (FTE) professional staff available to support the implementation of the CMS Aquatic Work Programme. It does not have a single, full-time staff member dedicated solely to implementing CMS work. It is headed by a unit head (P4), who is 15 per cent funded by and dedicated to ASCOBANS. The other professional staff working on aquatic issues are largely funded by and dedicated to the work of three CMS daughter instruments: the IOSEA Marine Turtle MOU (a P3 officer who dedicates 80 per cent of their time to the MOU and 20 per cent to CMS), the Sharks MOU (a P2 officer fully dedicated to the MOU) and ASCOBANS (a P2 officer who dedicates 75 per cent of their time to the Agreement and 25 per cent to CMS). In total, this amounts to 130 per cent or 1.3 FTE. In addition, there is insufficient capacity to engage in important partnerships and global processes, such as those on Biodiversity Beyond National Jurisdiction (BBNJ), with Regional Fisheries Management Organizations (RFMOs) and other fisheries bodies, and with Regional Seas Conventions and Action Plans.

5. INFORMATION ASSISTANT (G5 20%) – IMCA

Justification

The Joint CMS/AEWA Information Management, Communication, and Awareness-Raising Unit (IMCA) is comprised of CMS and AEWA staff members. Currently, the position of information assistant (G5) is filled by an AEWA staff member, whose salary is covered by AEWA at 80%. This position is fulfilling a crucial role of in-house digital assets and design production among other important tasks.

In order to have the services of this position uninterrupted, CMS has provided the remaining 20% of the salary, from the budget of an existing part-time G4 position that is vacant. As the Secretariat has started the recruitment process to fill that part-time G4 vacancy, the source of the 20% G5 position salary would need to be replaced.

6. PROGRAMME OFFICERS (P3) – AQUATIC SPECIES UNIT

Justification

The position of Coordinator of the IOSEA Marine Turtle MOU is shared with CMS, with 20% funded by Parties for work of the Aquatic Species Team. The needs within the CMS Secretariat significantly increase in the time leading up to, during and immediately following COP, so that the average time dedicated to CMS is concentrated in these months.

At the same time, the IOSEA Marine Turtle MOU faces serious funding constraints, which may necessitate a reduction in staff time, or in the worst case will result in the need to abolish the Coordinator post by August 2025. This would also put in jeopardy the time available to CMS.

However, this situation offers an opportunity for CMS to enhance capacity for the Aquatic Species Team in the intersessional period and lead up to COP15 preparations, and follow-up. Accordingly, the Secretariat proposes that the Executive Secretary have the authority to increase the CMS percentage of this position by 30%-80%, depending on the needs within the CMS Secretariat and the funding situation of the MOU (see Table 2 in Annex 3.B).

Making use of existing experienced staff in this way would ensure timely availability of more staff time for the Aquatic Species Team, while allowing MOU Signatories necessary time to address the funding crisis while retaining some Secretariat services.

ANNEX 3.B – OVERALL BUDGET (in EUR)

Table 1: Proposal to StC - Use of Trust Fund Savings for the period from June 2025 to June 2026

	POST	LEVEL	UNIT	2025	2026	TOTAL
1	ADMINISTRATIVE ASSISTANT	G5 100%	CST	44.874	39.232	84.106
2	INFORMATION SYSTEMS ASSISTANT	G6 100%	IMCA	50.688	44.316	95.004
3	EDITOR AND PROOFREADER	Consultant	IMCA	32.200	27.600	59.800
4	PROGRAMME OFFICER FOR AQUATIC SPECIES	P2 – 100%	AQUATIC	65.265	57.060	122.325
5	INFORMATION ASSISTANT	G5 – 20%	IMCA	8.975	7.847	16.822
	UMOJA COSTS @EURO.2,500 PER PAX			7.500	7.500	15.000
	TOTAL			209.501	183.556	393.057
	PSC 13%			27.235	23.862	51.097
	GRAND TOTAL			236.737	207.418	444.154

Table 2: Additional Proposal to StC - Use of Trust Fund Savings for the period from June 2025 to December 2026

	POST	LEVEL	UNIT	2025	2026	TOTAL
6	PROGRAMME OFFICER (increase of CMS percentage from currently 20% to up to 100%)	P3 – 80%	AQUATIC	67.286	117.656	184.943
	PSC 13%					24.042
	GRAND TOTAL					208.985